

**CPARS CONFIGURATION MANAGEMENT BOARD
MINUTES
Colorado Springs, CO
May 11, 2005**

0800 Welcoming Remarks - (Ms. Doreen Powell, NSLC)

0805 Introduction of Members and Guests - (All)

0815 CPARS Email Address Corrections Update - (Ms. Doreen Powell, NSLC)

- Doreen discussed the current status of the NSLC project to verify and update CPARS users' email addresses. Kudos to the NSLC Help Desk for their efforts in correcting these discrepancies, as this project helps ensure that CPARS email notifications are delivered correctly. To date over 3000 user accounts with an incorrect/no email address have been identified; the vast majority of these accounts have no email address listed. Applicable Focal Points have been contacted and many addresses have been corrected. In the absence of Focal Point direction, users who have no email address listed will be deleted from the Automated Information System (AIS). Bob Johnson noted that as Navy and Marine Corps commands continue to transition to the NMCI Network, incorrect email addresses could continue to be a problem. It is recommended that CPAR Bs and Focal Points be reminded that correct email addresses are critical to the smooth function of the CPARS AIS. **ACTION: NSLC has identified several Focal Points who have large numbers of accounts needing email address corrections and who have not yet contacted the Help Desk to discuss disposition of these accounts. NSLC will forward this list of Focal Points to the CMB members for their applicable commands for assistance.**

0830 Federal Procurement Data System - Next Generation (FPDS-NG) Interface Update - (Ms. Doreen Powell & Mr. Ted Hohman, NSLC)

- Ted outlined the current status of the CPARS / FPDS-NG interface. NSLC has had numerous discussions with the GSA FPDS-NG program office and the FPDS-NG contractor, Global Computer Enterprises, Inc. (GCE) in order to fully define the interface requirements. The requirements documents have been forwarded to GCE; GCE will respond in early June with cost estimates and a tentative timeline for task completion. The only interface requirement that remains to be defined is the mapping of Federal Supply/Service Codes (FSCs) to the CPARS business sectors/sub-sectors. It was noted that functionality to be developed includes an FPDS-NG contract "snapshot" which shows current contract information that reflect all changes to the contract's FPDS-NG record. As this "snapshot" technology will benefit the FPDS-NG program as a whole, GSA will be funding its development; other interface requirements will be funded separately. All work to be accomplished by GCE as part of this effort will need to be incorporated into a modification to the contract between GSA and GCE.

0845 Federal Supply/Service Code (FSC) Mapping to Business Sector - (Ms. Doreen Powell & Mr. Ted Hohman, NSLC)

- The Board discussed at great length the mapping of FSCs to the CPARS business sectors/sub-sectors. This effort is a critical factor in the CPARS / FPDS-NG interface because it ensures that contracts are registered on the correct CPARS form. A draft mapping was provided to the CMB for comment on April 14, 2005. Those comments/recommended changes received by NSLC were discussed on a case-by-case basis during the CMB meeting. Many thanks are due to the CMB for assisting in clarification of this difficult requirement. **ACTION:** The Board noted that the existing DoD business sectors may not be inclusive enough to accommodate the vast variety of FSCs used throughout DoD. NSLC will forward the current DoD business sector definitions to the DoD Past Performance IPT with the suggestion that the sectors be reviewed and updated. **ACTION:** NSLC will suggest to the DoD Past Performance IPT that business sectors be added for Lease/Rentals and Real Estate. **ACTION:** The Board engaged in significant debate over whether to categorize non-exempt research and development as major weapons systems or services. Bob Johnson will discuss this issue with Dave Hall to ensure that both Navy and Air Force perspectives are considered and will forward a joint recommendation to NSLC. **ACTION:** NSLC will update the FSC mapping list and will forward to the CMB for final review prior to submission to the FPDS-NG Contractor. **ACTION:** NSLC will note in the CPARS online help that the pre-populated business sector/sub-sector may be changed if desired.

0915 Fraud, Suspension, and Debarment Reporting (Ms. Margaret Gillam, HQ AFSPC)

- Deferred to a future CMB meeting.

0930 CPARS Form Changes (Ms. Doreen Powell, NSLC)

- Deferred to a future CMB meeting.

0945 Review of Contract Types on CPARS Forms (Ms. Doreen Powell, NSLC)

- Should the choices in the Contract Type drop down list in CPARS be updated to reflect the current contracting environment? **ACTION:** Doreen will contact CMB members via email to solicit inputs.

1015 GSA Performance Reporting – Potential Opportunity (Mr. Ed Marceau, NSLC)

- GSA makes many awards using DoD dollars. Ed will discuss the potential of using CPARS to capture contractor performance for these contracts.
- Deferred to a future CMB meeting.

1030 Performance Information Working Group Update (Ms. Doreen Powell, NSLC)

- Deferred to a future CMB meeting.

1100 Encouraging CMB Meeting Participation & Joint Requirements Board Charter (All)

- Deferred to a future CMB meeting.

1300 Overview of US Army Corps of Engineers Architect & Engineering Contracting Process – (Mr. Harry Goradia, HQUSACE-E&C)

- Deferred to a future CMB meeting.

1330 Overview of Air Force Construction Contracting Process – (Ms. Tara Petersen)

- Ms. Petersen is the Chief of the Construction Contracting (Infrastructure Support) Flight at the AF Academy. Ms. Petersen and her flight were guests of the CMB, where she provided a briefing on construction source selections (performance price trade-off), background/assessment/importance of liquidated damages, how options are awarded, and construction modifications. Ms. Petersen also discussed her experience with contractors and the past performance assessment process. Many thanks to Ms. Petersen for a very informative presentation. **ACTION: NSLC will distribute copies of Ms. Petersen's presentation to the CMB.**

1445 Demo of Construction Contractor Appraisal Support System (CCASS) Functionality (Mr. Ed Marceau, NSLC)

- Ed demonstrated much of the functionality of the modernized CCASS automated system currently under development and testing. Highlights of the demo were the Focal Point functions of Access Assignment, review of the CCASS assessment pages, processing assessments through the automated workflow, and enhanced report options including the User List and Activity Log. The CMB and Construction Contracting (Infrastructure Support) Flight made several suggestions that will be considered for a future release.

1530 Outstanding Action Items - (all)

- NSLC will investigate the possibility of consolidating the SF and DD ACASS/CCASS forms. **Complete – NSLC has referred the issue to the Performance Information Working Group.**
- NSLC will provide a list of Air Force CPAR B level users to USACE. **Complete.**
- Dave will provide a National Guard POC to USACE. **Complete.**
- NSLC will contact DPAP (Lisa Romney) to ascertain if a printable HTML view of the CPAR data elements is sufficient to meet the legal requirements for the contract file. **Question has been forwarded to DPAP, awaiting DPAP response.**
- NSLC will follow up with NAVSEA for feedback on the proposed consolidation of the Systems and Ship Repair & Overhaul forms. **Done.**
- NSLC will meet with FPDS-NG representatives to discuss data manipulation and business rules for the FPDS-NG to CPARS/ACASS/CCASS interface. **NSLC has been working with representatives for the FPDS-NG system on a regular basis.**

- NSLC to provide detailed CPARS compliance reports to each Navy SYSCOM.
Done.
- NSLC will discuss the policy for support contractor access to the source selection sensitive information in CPARS with DoD Legal or the DoD Past Performance IPT.
Question has been forwarded to DPAP, awaiting DPAP response.
- NSLC to recommend to the Performance Information Working Group and DoD Past Performance IPT that CPARS be written on Government Activities performing work as Most Efficient Organizations (MEOs). **The question of how to handle MEOs has been forwarded to the Performance Information Working Group. No specific recommendation has been forwarded due to DASN(ACQ) concerns with the policy. This issue may need to be revisited by the CMB. ACTION: Will include as a future CMB Agenda item.**
- CPARS Guide Updates: Margaret will update AF CPARS Guide; Linda, Doreen, & Ted will update DoN Guide. Guide updates will include CPARS quality review and policy for Canadian Commercial Corp and Randolph Sheppard Act awards.
In Process.
- Margaret will draft input for UCA reporting for inclusion in the CPARS Guides.
Done.
- Columbus to provide draft form change and guide language for evaluating small business subcontracting plan compliance for CMB review. – **Provided to CMB for comment. Comments will be reviewed/resolved as part of the CPARS Guide update process.**
- NSLC will submit Canadian Commercial Corp and Randolph Sheppard Act language to DASN(ACQ) for review and concurrence prior to incorporation into the DoN Guide. NSLC will incorporate the new language into CPARS training, FAQs, and the Quality Check List.
- NSLC to modify the inactive account deletion job to include accounts that have no create date and have not logged into CPARS. Users will be notified by NSLC prior to deleting their account. – **FLAGGED FOR FUTURE ENHANCEMENT.**
- NSLC to do a one-time deletion run on Focal Points who have not logged into the system in 2+ years and refer these users to the applicable cparb or CMB member for concurrence to delete. If the Focal Point has assigned users and contracts, the cparb or CMB member will need to provide disposition instructions for those users before the Focal Point account can be deleted.
– **FLAGGED FOR FUTURE ENHANCEMENT.**
- Doreen to resend AF Lotus Notes reports to DoD PP IPT for consideration.
- Doreen to provide information on Federal CCR Novation Process and Policy. Specifically, in a buy-out does the company also buy the predecessor company's Past Performance data, and how is CPARS affected when a company updates its parent / child relationships in CCR?
- Jean to provide NAVAIR CPARS clause to NSLC to post as Best Practice when clause is finalized. **Draft clause has been forwarded to NAVAIR Legal for review.**

1605 CPARS Online Training Update (Mr. Ted Hohman, NSLC)

- Ted provided a brief update on the status of CPARS Online Training. Online training continues to be hugely successful, with 273 users attending as of 01 May, and a satisfaction rating of over 98%. Recent updates to the website and registration pages include new course descriptions, identification of target audiences, and a cancellation policy that has been established to curb the incidence of "no shows". NSLC is in the process of updating the training presentations to a MS PowerPoint format, and the CPARS Practice System has been loaded and tested on a laptop to be used for training.

1600 Scheduling Next Meeting - (all)

- NSLC will investigate the possibility of holding the CMB and a Training Seminar in the Bremerton Washington area, tentatively in late October.